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ABSTRACT

A program description and supporting materials for the "Tell Me Tours" program of the Santa Maria Joint Union High School District (California) are presented. The program is described as mobile inservice training in which classified employees spend a day visiting two high schools, the district office, and several special programs in order to learn about district operations and to recognize the contributions and achievements of classified employees. Materials which are to be given to the participants include an overview of the program, a reprint from the staff newsletter which describes tour logistics, a schedule for the day, a "nice touch" memo which is to be used to recognize special courtesies or a job done well, a form for evaluating the tour, a page which lists facts and figures about the district, and maps of the two high schools to be visited. This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (DC)

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ED239344

# Tell Me Tours

Santa Maria Joint Union High School District
Santa Maria, California

This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community.

EA015986

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Larry G. Ruttan

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

# OUTSTANDING PROGRAM DESCRIPTION FORM

Name of School, District or Agency: Santa Maria Jt Union High Sch Dist — Grade Levels: 9-12

Address: 829 South Lincoln — Telephone ( 805 ) 922-4573

City: Santa Maria — State: CA — Zip: 93454

Name of Contact Person: Bonnie Millhollin — ACSA Region: XIII

Name of Course, Program, Project or Policy: "TELL ME TOURS"

Target Area - Public Confidence

Date of Operation of Program or Project: Once Weekly

In 300 words or less please describe your program specifically enough for others to follow. Please include your program's
(1) primary purpose (how it benefits students)
(2) participants (grade levels of students, professional staff, community persons, etc)
(3) evaluation data (if available)

"Tell-Me-Tours" provide mobile inservice training for classified employees who are recognized by our Board and administration as important public relations representatives. The program has proven so successful that it was expanded to include representatives of feeder districts, and community visitors.

Each week during the school year, a group of classified employees (with prior permission from supervisors), join at the district office to begin a full-day "Tell-Me Tour." They are greeted with refreshments and a brief orientation during which they receive packets including a district fact sheet, note-pad and pencil, "Nice Touch" memos with which they can recognize special courtesies or jobs well done, and other information.

Each tour group is set up to include employees from the district office, maintenance/operations/transportation, instructional aides, and clerical personnel. They are frequently accompanied by "outside" visitors.

Orientation is followed by a visit with the superintendent who explains his function and details Board/administrative responsibilities. Employees are especially appreciative of the chance to meet informally with the superintendent.

Touring employees act as guides for their own work sites, having the opportunity to show colleagues what they do on-the-job. Other staff at the district office and school sites expect the tours, make visitors welcome, and take turns explaining their departments.

Tours cover two large high schools, maintenance, operations, and transportation, the continuation school, the minor parent program, and the district office. Lunch is available at low-cost through the ROP food service program. Simple evaluation forms are completed by participants at the end of the tour.

Response has been excellent. Classified employees are among the most frequent sources of information about schools, and ours are recognized as such. Many non-parent visitors, or those whose children are grown, haven't been on a school campus in years. The interaction between these visitors, our staff and students, has been a valuable benefit of the tours. But, the main purpose remains to broaden the knowledge of classified employees about their district, to encourage them to share ideas, and to recognize their worth as valuable contributors to public education.

Permission to reproduce this program description and accompanying materials (if any) is granted to ERIC (Educational Resources Information Center).

NAME: Larry G. Ruttan — Larry G. Ruttan — DATE: January 12, 1984

Enclose supporting or descriptive materials and return to ACSA Public Confidence Task Force, Public Relations Department, 1517 L Street, Sacramento, CA 95814.

HERE'S WHAT WE ARE DOING TO BETTER INFORM OUR CLASSIFIED EMPLOYEES ABOUT OUR DISTRICT, AND TO STIMULATE INTEREST, SELF-CONFIDENCE, AND RECOGNITION OF ACHIEVEMENT ON-THE-JOB --

WHY?

"TELL-ME TOURS" were developed to: provide classified employees with an overall view of district operations, AND to recognize the contributions and achievements of classified employees.

HOW?

Please see attached reprint from INSIGHT, our staff newsletter. Samples of materials included in tour packets are also attached for your information.

Classified employees act as guides for their own work sites. "Nice Touch" notes of appreciation are written to acknowledge extra courtesy, etc. and are delivered immediately through district mail.

Evaluations are completed at the end of the tour day.

By the end of the coming year, all 230 of our classified employees will have taken "TELL-ME TOURS" and be better prepared to act as public relations representatives for our district.

IS IT WORKING?

YES!!

Response to "TELL-ME TOURS" has been excellent. Classified employees who are seldom otherwise recognized gain a lot of pleasure in telling the "tourist" what they do.

Representatives of feeder districts have asked to be invited, and we plan to invite Board members, community leaders, and the media.

PLEASE FEEL FREE TO ADAPT ANY OF THESE MATERIALS FOR YOUR OWN USE. WE'D LIKE TO HEAR FROM YOU IF YOU FIND THEM HELPFUL. THANK YOU.
FOR MORE INFORMATION, CONTACT:

May, 1982

REPRINTED FROM:

# INSIGHT

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
*FEBRUARY, 1982*

2.

"TELL-ME TOURS" to PROVIDE MOBILE INSERVICE TRAINING

Did you know that classified employees are among the most frequent source of information about our schools?

Bus drivers, secretaries, custodians, and other classified workers are important public relations representatives. But, in a modern district, it's often difficult to stay up-to-date about our schools.

Your personnel department has developed "Tell-Me Tours" to help us learn about each other's jobs and become more informed about different district operations and educational programs.

Here's how it works. Tours will take a full work day, with arrangements to be made by the personnel department. Each tour group will include a classified employee from the district office, maintenance/operations, aides and clerical personnel from the schools, and someone from transportation.

We'll meet at the district office at 8:00 A.M., visit schools and other work sites, and have lunch at Righetti. Low cost lunches are available from the student-run Sword & Shield Restaurant (see article, page 4), or you may bring a sack lunch. Workers at each site will explain their jobs.

Your questions, suggestions, ideas, and comments will be welcome throughout the tour. So, when your turn comes up, please set aside your other work for the day and join your colleagues for an interesting and educational experience.

It's nice to know what we're talking about!

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INSIGHT is published monthly by the Santa Maria Joint Union High School District, 829 South Lincoln Street, Santa Maria, California 93454.

Niki Reese, Public Information Telephone: 922-4573 Ext. 278

THE

Santa Maria Joint Union

High School District

WELCOMES YOU

to

## TELL-ME-TOUR

## SCHEDULE OF THE DAY

Name: _____

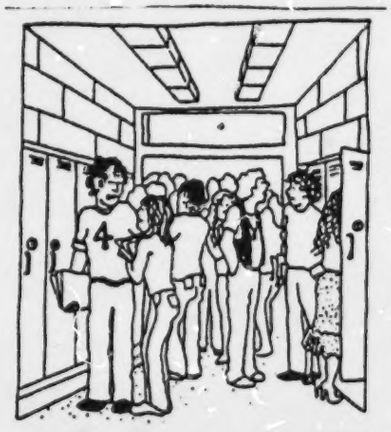
Date: _____

| | | | |
|---|---|---|---|
| 8:00 | 8:15 | District Office - Coffee and Briefing | |
| 8:15 | 9:00 | Tour of District Office | |
| 9:05 | 9:50 | Tour Santa Maria Offices and Career Center | |
| 10:05 | 10:30 | Tour Santa Maria Maintenance Shop and Transportation area | |
| 10:50 | 11:35 | Tour Righetti High School Offices and Library | |
| 11:25 | 11:40 | Tour Righetti Cafeteria and the Sword & Shield | |
| 11:40 | 12:15 | Lunch - Sword & Shield, Righetti High School | |



### AFTERNOON SCHEDULE

| | | | |
|---|---|---|---|
| 12:20 | 1:10 | Visit Righetti High School classroom - Room No._____ | |
| 1:20 | 1:35 | Visit Minor Parent Program 993 Patterson Road, Orcutt | |
| 1:45 | 2:30 | Tour Delta | |
| 2:30 | 2:45 | Complete evaluation and notes | |



# A Nice Touch...

Santa Maria Joint Union High School District

TELL-ME-TOURS

Evaluation Form

The day was:

Not Worthwhile Very Worthwhile

1 2 3 4 5 6

The best thing about the Tell-Me-Tour was:

_____

_____

_____

I'd like to see the following changes:

_____

_____

_____

Comments or questions:

_____

_____

_____

_____

Name

_____

Date

Please return to the Personnel Office

NOTE: This sheet is being revised to include address and telephone numbers, contact person at district, and up-to-date information.

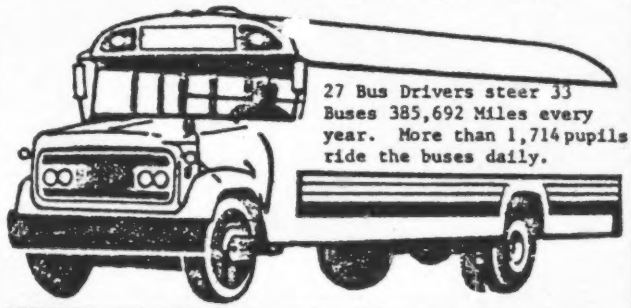
# Santa Maria Joint Union High School District

## "IT ALL FITS TOGETHER TO MAKE OUR SCHOOLS WORK"

District Programs and Special Projects meet needs of all students.

EDUCATIONAL ALPHABET SOUP - SCHOOL IMPROVEMENT PROGRAM (SIP) provides betterment of total school environment with help from teachers, administrators, other staff, parents & students. ESEA Title I gives special help where needed to improve reading, language and math skills. VOCATIONAL EDUCATION (VEA) teaches hands-on skills in Agriculture, Business, Trade & Industry, Consumer/Homemaking. ESEA Title IV-B puts library and learning resources where needed in four schools. SPECIAL EDUCATION helps special students learn skills and become more independent. MIGRANT EDUCATION gives students opportunities to keep up with schoolwork and participate in school life.

230 Classified Employees Keep School Running



27 Bus Drivers steer 33 Buses 385,692 Miles every year. More than 1,714 pupils ride the buses daily.

SOME SCHOOL STATISTICS. . .

As of February 12, 1982, student enrollment was:

| | |
|---|---|
| Cuyama Valley High School | 88 |
| Ernest Righetti High School | 1707 |
| Santa Maria High School | 1783 |
| Delta Continuation High School | 225 |
| Off Campus | 23 |
| DISTRICT GRAND TOTAL | 3826 + 129 Adult Education |

SMJUHSD serves students in grades 9-12 from eight feeder elementary districts feed into Allan Hancock Community College District.

GRADUATES of 1982 and 1983 will have satisfactorily completed a curriculum to include not less than 210 units of credit as follows:

20 Units English
20 Units Social Studies
10 Units Mathematics
10 Units Science
30 Units Physical Education

+ 110 Minimum Elective Units to total 210 Units

COMPETENCY COUNTS in
READING
LANGUAGE
MATH

240 Teachers, Counselors, and other Certificated Personnel are on duty to provide our students with academic and vocational classes from Math Analysis through Small Gas Engines. Many teachers keep current in their fields with further schooling on their own to improve subject knowledge and skills.

1981-82 District Budget $12,221,500

A financial system which provides for efficiency, economy, and accountability in school planning.

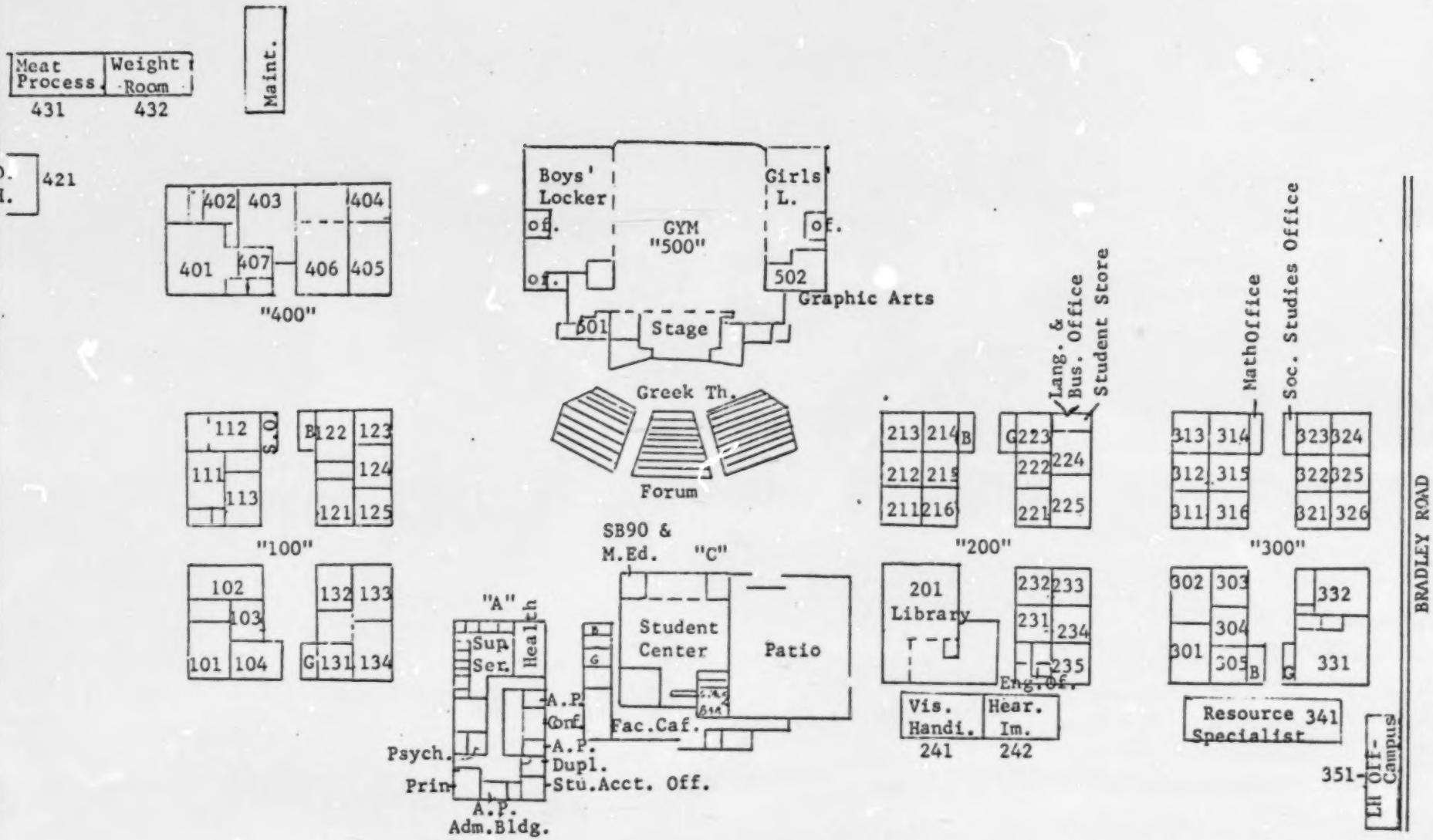
Educational Priority Budgeting System

Our Board of Trustees

Alice Patino, Pres.
Karen Tunnell, Clerk
Tom Allen
Fred Donati
Mary Tognazzini

Board meets third Thursday of the month.

For More Information, Please call:
Niki Reese - 922-4573 ext. 278


Meat Process
431
Weight Room
432
Maint.
421
402
403
404
401
407
406
405
"400"
Boys' Locker
Girls' L.
GYM "500"
off.
off.
off.
502
Graphic Arts
501
Stage
Greek Th.
Forum
Lang. & Bus. Office
Student Store
MathOffice
Soc. Studies Office
112
S.O
111
113
122
123
124
121
125
"100"
213
214
B
212
215
211
216
G223
222
224
221
225
"200"
313
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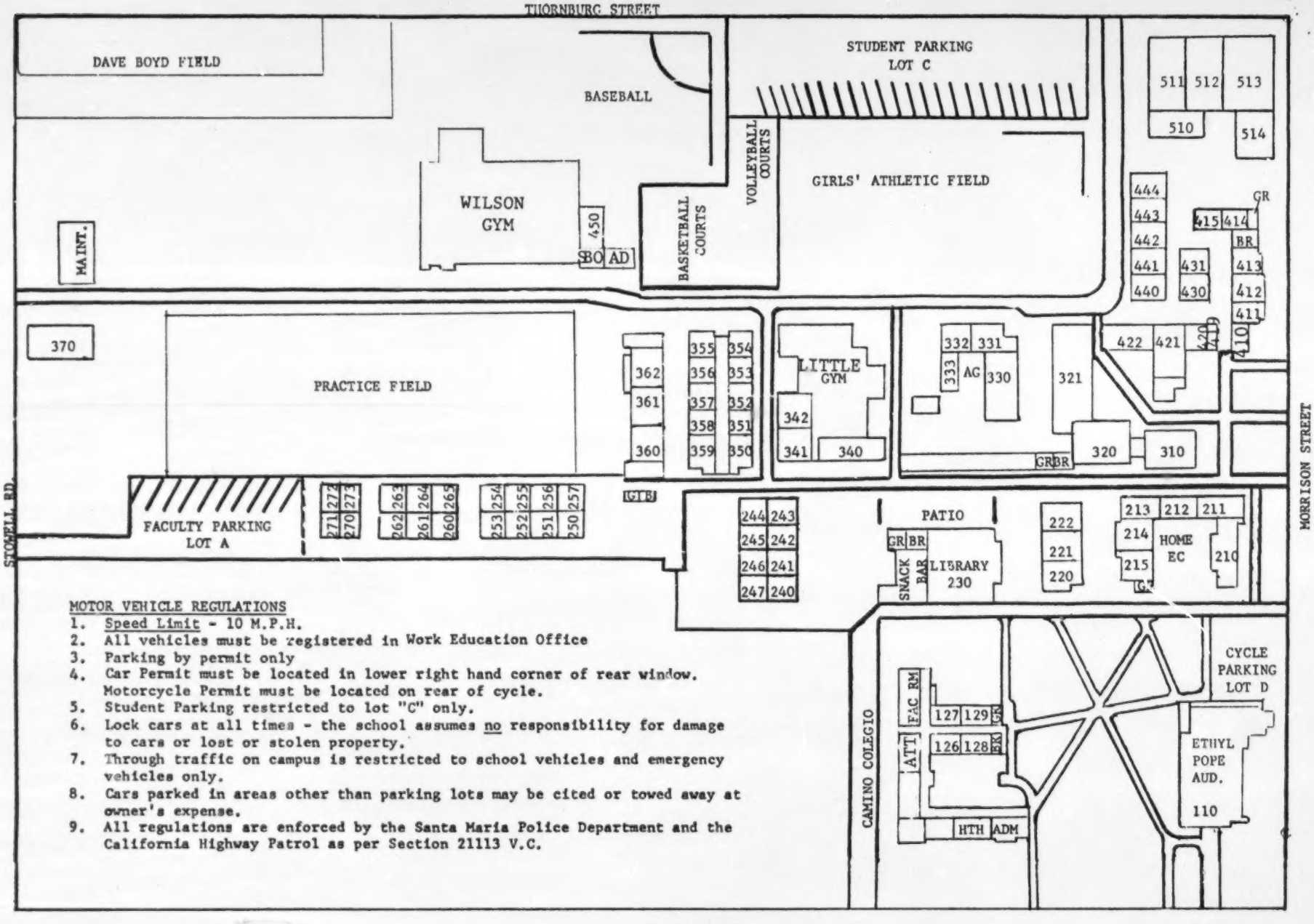
312
315
311
316
323
324
322
325
321
326
"300"
SB90 & M.Ed.
"C"
"A"
Sup. Ser.
Health
Student Center
Patio
A.P.
Conf.
Fac.Caf.
A.P.
Psych.
Dupl.
Prin
Stu.Acct. Off.
A.P.
Adm.Bldg.
102
103
101
104
132
133
G
131
134
201 Library
232
233
231
234
235
Eng.Of.
Vis. Handi.
241
Hear. Im.
242
302
303
304
301
305
B
332
331
Resource Specialist
341
351
LH Off-Campus
BRADLEY ROAD
FOSTER ROAD




MOTOR VEHICLE REGULATIONS

1. Speed Limit - 10 M.P.H.
2. All vehicles must be registered in Work Education Office
3. Parking by permit only
4. Car Permit must be located in lower right hand corner of rear window. Motorcycle Permit must be located on rear of cycle.
5. Student Parking restricted to lot "C" only.
6. Lock cars at all times - the school assumes no responsibility for damage to cars or lost or stolen property.
7. Through traffic on campus is restricted to school vehicles and emergency vehicles only.
8. Cars parked in areas other than parking lots may be cited or towed away at owner's expense.
9. All regulations are enforced by the Santa Maria Police Department and the California Highway Patrol as per Section 21113 V.C.